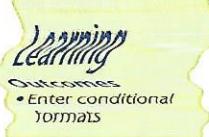




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# Formatting

Conditional formatting allows you to change the appearance of a control on a form or report based on criteria you specify. Conditional formatting helps you highlight important or exceptional data on a form or report. **CASE** *You want to apply conditional formatting to the SalesDateParameter report to emphasize different tour Price levels.*

## STEPS

1. Right-click the SalesDateParameter report tab, then click Design View
2. Click the Price text box in the Detail section, click the FORMAT tab, then click the Conditional Formatting button in the Control Formatting group

The Conditional Formatting Rules Manager dialog box opens, asking you to define the conditional formatting rules. You want to format Price values between 500 and 1000 with a yellow background color.
3. Click New Rule, click the text box to the right of the between arrow, type 500, click the and box, type 999, click the Background color button arrow , click the Yellow box on the bottom row, then click OK

You add the second conditional formatting rule to format Price values greater than or equal to 1000 with a light green background color.
4. Click New Rule, click the between list arrow, click greater than or equal to, click the value box, type 1000, click the Background color button arrow , click the Light Green box on the bottom row, then click OK

The Conditional Formatting Rules Manager dialog box with two rules should look like **FIGURE H-6**.
5. Click OK in the Conditional Formatting Rules Manager dialog box, right-click the SalesDateParameter report tab, click Print Preview, type 7/1/15 in the Enter start date box, click OK, type 7/31/15 in the Enter end date box, then click OK

Conditional formatting rules applied a light green background color to the Price text box for two tours because the Price value is greater than 1000, as shown in **FIGURE H-7**. Conditional formatting applied a yellow background color to the Price text box for one tour because the Price value is between 500 and 1000. Default formatting was not applied to the Price text box for two tours because they do not meet any of the conditions in the Conditional Formatting Rules Manager dialog box.
6. Save then close the SalesDateParameter report



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